

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Aircraft Mechanic Position Number: 04016 Location: Helena

Department: Department of Transportation

Division and Bureau: Aeronautics Division; Airports/Airways Bureau

Job Overview: The Airports/Airways Bureau operates and maintains 14 state-owned general aviation airports, plus one air carrier airport at West Yellowstone. The office provides technical and financial assistance (loans and grants) to all public-use Montana airports in planning and development. The Bureau develops and improves a statewide system of airports, keeps the Montana State Aviation Plan current with annual updates, and publishes an annual airport directory and an aeronautical chart every four years. The Bureau performs triennial 5010 safety inspections at all non-primary public-use Montana airports. To accomplish the above Aeronautic functions, the Bureau maintains 2 Division aircraft and other vehicles. This position is responsible for performing a wide range of duties in support of the Bureau mission and Division objectives. This position, on a daily basis, must deal with a variety of different occupations each requiring its own level of knowledge and expertise. This adds a greater level of difficulty to the job. The position reports to the Airports/Airways Bureau Chief and does not directly supervise other staff.

Essential Functions (Major Duties or Responsibilities):

MAINTENANCE AND REPAIR –

50%

Aircraft

Must develop work plans, service schedules, and maintenance operational strategies for division aircraft to ensure aircraft reliability and availability based on analysis of manufacturer's recommendations and FAA standards/guidelines, department requirements, and search and rescue resource management needs. Coordinates the planning and evaluates the processes necessary to integrate maintenance requirements into air operations. Ensures aircraft are clean and configured for mission specific needs.

Must establish and manage inventory acquisition to maintain aircraft. This involves assessing current and planned repairs and modification, maintenance needs, and evaluating equipment and component useful lives, and replacement schedules to ensure critical needs are met.

This position performs troubleshooting of aircraft systems, performs preventative maintenance and repairs and alterations on the division's aircraft to ensure safety, reliability, and compliance with applicable laws and policies. This involves examining aircraft, service reports, information from

pilots, and information from troubleshooting to determine necessary repairs or maintenance to be performed. Performs mathematical calculations and makes adjustments to aircraft components to ensure operational performance is within established tolerances. This position is also responsible for researching FAA regulations, manufacturers' instructions and recommendations to determine the appropriate procedures and methods for attaining, repairing, or replacing aircraft components based on the incumbent's judgment regarding the reliability and actual life of individual components.

Ensures that contracted maintenance, repair, and inspections are performed according to FAA, manufacturer, and division requirements. This may involve observing work in progress, reviewing reports and work orders, analyzing, interpreting, and applying requirements (at times, conflicting) from different entities, and testing finished products from contracted sources.

Researches, develops, reviews, and recommends implementation strategies for new technology and advancements related to the division's aircraft that may affect air operations (e.g., new components or support equipment, maintenance methods and approaches to ensure aircraft readiness and reliability, etc.). This involves assessment of safety, mission requirements, and regulatory and financial factors.

This position must maintain formal documentation of any inspection, maintenance or servicing performed on aircraft to ensure compliance with regulations. This involves manual and automated updating of aircraft records, log books, historical records, work orders, maintenance release documents, and parts tracking documents following regulatory requirements for information and records retention. The incumbent must ensure the proper storage of all records pertaining to aircraft maintenance activities by utilizing departmental records management practices.

Other

Performs preventative maintenance, repairs, and alterations on the division's motorized vehicles and related peripherals. Must be knowledgeable in the repair of chainsaws, weed eaters, snowmobiles, light trucks and cars, International tractor with loader, rotary mower, and four wheeled ATV's, to ensure safety, reliability, and compliance with applicable laws and policies. This involves examining vehicles, service reports, operator usage reports, information from users, and other information to determine necessary repairs or maintenance, researching manufacturers' instructions and recommendations, and department requirements to determine the appropriate procedures and methods, and attaining, repairing, or replacing components based on the incumbent's judgment regarding the reliability and actual life of individual components.

Airfield (10%)

Must develop work plans to efficiently coordinate the maintenance of state owned general aviation airports. This position ensures routine maintenance is completed including snowplowing, mowing, weed spraying, outhouse pumping, and various airport related maintenance activities. Performs or coordinates the performance of duties associated with airport maintenance activities. These duties include coordination of contract or Division labor to accomplish the task and /or the actual physical labor itself. These duties include, but are not limited to, installation, upkeep and repair of; airport lights or other electrical items, runway pavement or turf surfaces, runway cones, windsocks, fencing

construction or repair, painted surfaces, removal or marking of airport hazards or other items; and other similar airport environment items.

Navigational Aid

Position develops and maintains the Division's involvement with various aviation aids. These aids include unicoms, night time navigational airway beacons and other Division owned airport equipment like PAPIs, VASIs, runway lighting and related type equipment. These duties include obtaining and creating contracts, leases and working directly with various aviation and public entities to establish and keep the various aids in working order. Position is responsible for physical maintenance of nighttime airway navigation beacons as needed. Position must climb airway beacon towers up to 110' above ground to service equipment following established maintenance guidelines and safety procedures.

Building

Performs yard and building maintenance such as cleaning shop areas, general janitorial work, lawn care, yard maintenance, and snow removal.

PROGRAM MANAGMENT-

30%

Contract Management

Position is responsible for management of Division leases and contracts. These leases and contracts generally include airport hangar ground leases and other various Division associated agreements. Very close coordination with applicable laws and legal services is required in the oversight of these duties. In coordination with MDT legal services, the position negotiates with landowners, municipal governments, State and Federal agencies, and private hangar owners to secure lease agreements for state operated airports, hangar site leases, airway beacon sites, NDB radio sites, Unicom radios and other aeronautic infrastructures.

Resale Program Management

Manages the department's airfield parts resale program and provides support to Montana airports related to the planning and repair of airfield operational systems. This involves anticipating airfield parts needs based on historical requests, purchasing, restocking, and conducting periodic inventory inspections/audits.

Mechanics Seminar

Position develops, coordinates and manages an annual 14 hour Federal Aviation Administration approved Airframe & Powerplant Inspection Authorization training course. Position coordinates and schedules speakers, ensures facilities are adequate and secures FAA approval.

Financial Review

Reviews all invoices, time reports, property requisitions, billings, expense claims, vendor claims, etc. for maintenance activities to ensure section resources are used in the most efficient manner possible.

OTHER DIVISION OPERATION DUTIES

20%

SAR

Position will assist the Safety and Education Bureau Chief and/or other Division personnel with Search and Rescue program. This duty includes acting on-call, 24/7 approximately 10 weeks per year as the official on-call duty person and acting as the incident commander for any actual aerial search and rescue missions that may take place. Position must be able to respond to these emergencies in a timely and professional manner to initiate search and rescue activities by coordinating or conducting rescue flight activities with other agencies, department personnel, and volunteers.

5010 Inspection

Occasionally conducts 5010 inspections of state airports throughout the state to determine the safety of approaches, landing strips, hazards present, adequacy of facilities, and other factors by reviewing inspection and compliance histories, changing standards and regulations, and pervasive compliance issues; prioritizing and scheduling facilities inspections; inspecting and evaluating airport facilities; identifying noncompliant facility features or statutory violations.

ARFF & Miscellaneous

Position may be required to obtain certification from an approved facility to act as an Aircraft Rescue and Firefighting (ARFF) responder for the appropriate type, operation, and airport. Position may act as a back-up ARFF responder for required airport operations on an as-needed basis, potentially with short notice.

This position performs a variety of other professional maintenance or program implementation work as assigned by the Bureau Chief. This includes attending training or education as needed, representing the agency at conferences and meetings, and coordinating special events.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: N/A

Physical and Environmental Demands:

Must be able to perform strenuous physical activity in lifting, carrying and/or operation of tools, equipment and materials. The work is sometimes performed in an environment with exposure to hazardous materials and possible adverse weather conditions.

Knowledge, Skills and Abilities (Behaviors):

This work requires knowledge of aircraft maintenance and repair methods and the ability to perform such maintenance in accordance with federal regulations, state statutes, and aircraft manufacturer recommendations. Must maintain a Federal Aviation Administration issued Airframe and Powerplant

certificate issued under USDOT, CFR Title 14, FAR Part 65 Subpart D. Using this certificate to perform the maintenance of state aircraft according to USDOT CFR Title 14, FAR Parts 39, 43 and, 91 – Subpart E. Specific knowledge of single-engine Beechcraft and Cessna aircraft is preferred.

Must possess the knowledge, skills, and ability to perform basic maintenance on motor vehicles and small engines. Must have a working knowledge of airfield maintenance and the ability to perform routine airfield maintenance including maintenance on airport beacons. Must be able to operate all types of equipment, including use of hand tools and power tools. The ability to travel alone to remote mountaintop sites on foot and/or using 4 wheel drive, ATV or snowmobile and climb 110' towers is required. Requires knowledge of contract administration; applicable state and federal standards; technical and legal documentation standards; principles of negotiation and conflict management; basic principles of accounting and budgeting. Must have experience in operating computer equipment and using standard office software applications (e.g., Excel, Word, Outlook, Power Point, etc.)

This position must be able to respond to multiple requests and have the ability to work with competing deadlines. Must be able to effectively communicate (in verbal and written form) with the public, colleagues, and supervisors. Must be able to organize and prioritize work.

The ability to pilot self in high performance, single engine aircraft in and out of remote, challenging, unpaved, primitive, high elevation airports in a diverse range of weather conditions is preferred.

Minimum Qualifications (Education and Experience):

Must have a related AAS/2-years college/vocational training. Must possess and maintain an Airframe & Powerplant (A&P) license. An FAA Private Pilots License is preferred.

Alternative Qualifications: Alternative methods of meeting the education requirement may be considered.

Special Requirements:

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input checked="" type="checkbox"/> Background check | <input checked="" type="checkbox"/> Other; Airframe and Powerplant License. |
| Union Code | |

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Aircraft Mechanic Job Code Number: 493115

Pay Band: 5

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☐ Telework Not Available

☐ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date

